

Tips for Filling out OGE Form 450, Confidential Financial Disclosure Report

(Reporting Period: October 1, 2003 - September 30, 2004)

Please start by reading the instructions attached to the Form 450. Here are some additional tips.

For all Parts - IF YOU HAVE NOTHING TO LIST, CHECK THE "NONE" BOX. If the box is not checked, the reviewer will have to contact you for verification

Personal Information Block

Reporting Status: Mark new entrant (i.e., a first time OGE Form 450 filer) or annual filer.

Signature: Sign the form. If you fill the form out an electronic version, print the form and then sign the hardcopy. There must be an original signature in ink on the form.

PART I: Assets and Income (for you, your spouse, and your dependent children)

Mutual Funds - Give fund family name and the specific name of the fund. For example,

Correct: "Vanguard Windsor II Fund"

Incorrect: "Vanguard"

Stocks- Give complete name. (Stock symbols alone are not acceptable.)

Retirement Accounts- Do not list your Thrift Savings Plan (TSP). List Retirement accounts. These include, but are not limited to: 401(k)s, 403(b)s, IRAs, and any other defined contribution pension plans. Identify IRAs and other accounts by name and institution. For any retirement accounts that allow you to choose the investments, you **MUST** list the full name of the underlying assets (stocks, bonds, mutual funds, etc.) in the account or attach an account statement that lists them.

Correct: "IRA- American Century Value Fund class A"

Incorrect: "American Century"

Annuities- Give name of annuity and state whether fixed or variable. If variable, list the underlying assets or attach an account statement.

Insurance- Give name of company and type (whole, universal, or variable). If variable, list the underlying assets or attach an account statement.

Real Property - Include address where property is located.

Brokerage or other Investment Accounts- You must list or provide a printout of all the underlying assets in these accounts. This includes 529 education plans.

Trusts- List the underlying assets of a trust in which you have a vested beneficial interest, even if it is uncertain when your right to possession will begin.

Private Limited Partnerships- List or provide a printout of all underlying assets held by private LP.

Recusals, Waivers, or Disqualifications: Please attach any such documents to your form.

Part II: Liabilities - Do not list the mortgage on your primary residence.

Questions? Contact the legal office at **(202) 358-2465** or **ethicsteam@hq.nasa.gov**.